

Department of Commerce



Performance Payout System (PPS)

Rating Officials (RO) **Users' Manual**

(Ver. 1.0)
August 2, 2004

Table of Contents

INTRODUCTION.....	3
USER ACCESS	3
LOGIN	3
CHANGE PASSWORD	5
LOGOUT OF PPS	6
MAIN MENU	7
RATE AND SCORE.....	8
Rate and Score Employees.....	9
INCREASE.....	10
Apply Increase Percentages to Employees	12
BONUS	14
Apply Bonus Amounts to Employees.....	15
<i>Appendix A: Rating Code Table</i>	<i>16</i>
<i>Appendix B: Career Paths</i>	<i>17</i>
<i>Appendix C: Rate of Increase Eligibility</i>	<i>18</i>
<i>Appendix D: Data Dictionary.....</i>	<i>19</i>

Introduction

The Performance Payout System (PPS) application contains the data and provides the functionality to prepare, record, document, report and effect the annual employee performance rating and ranking, pay increase and bonus payout. This Users' Manual has been prepared specifically for Rating Official (RO). As Rating Official (RO), you support Pool Managers by proposing employee initial ratings and scores, increase percentages, and bonus amounts.

User Access

The PPS application provides access (depending on access rights) to a range of functions based on your user type. Your user type is determined by your profile in the PPS repository. Profiles include Department (DEPT), System Administrator (SA), Operating Unit (OU), Pool Manager (PM), Rating Official (RO) and Employee.

Login

Open up an internet browser (Internet Explorer) and then go to the PPS application website (<https://www.jobs.doc.gov/pps/doc/launcher>). You will see the PPS application "Login" screen as shown below. Enter your User ID and Password, and then click the *Enter* button. Click the *Reset* button if you have mistakenly typed wrong User ID/Password. This will clear the User ID and Password you have just entered. Type in your correct User ID and Password and click *Enter*.

Note: Please do not use the back arrow in the browser, since it may make the data unstable.

Performance Payout System
LOGIN

User ID

Password

Enter

Reset

PPS is designed for use with Microsoft Internet Explorer 4 or higher and for use with Netscape Communicator 4 or higher and is best viewed with a screen resolution of 800x600 or higher. This system uses JavaScript, so please make sure your browser is configured with JavaScript enabled.



WARNINGWARNING***WARNING***WARNING***WARNING***WARNING***
YOU HAVE ACCESSED A UNITED STATES GOVERNMENT COMPUTER. USE OF THIS COMPUTER
WITHOUT AUTHORIZATION OR FOR THE PURPOSES FOR WHICH AUTHORIZATION HAS NOT BEEN
EXTENDED IS A VIOLATION OF FEDERAL LAW AND CAN BE PUNISHED WITH FINES OR
IMPRISONMENT (PUBLIC LAW 99-474). REPORT SUSPECTED VIOLATIONS TO THE SECURITY OFFICER.

WARNINGWARNING***WARNING***WARNING***WARNING***WARNING***

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<http://ohrm.doc.gov>

[Email](#)

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

05-04-2004 10:41:54

Change Password

This screen (shown below) is used to change password for the current Rating Official. System Administrator (SA) assigns a temporary password.

Performance Payout System
Changing Password

[Main Menu](#) | [Logout of PPS](#)

Changing Password for KELLY, KATHLEEN A

Old Password:

New Password:

New Password (Again):

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

KKELLY Pool Manager
04-22-2004 13:01:45

1. Type in the old password in the box associated with *Old Password*.
2. Type in the new password in the box associated with *New Password*.
3. Retype the new password in the box associated with *New Password (Again)*.
4. Click on *Change Password* button to execute the change of password action.

Note:

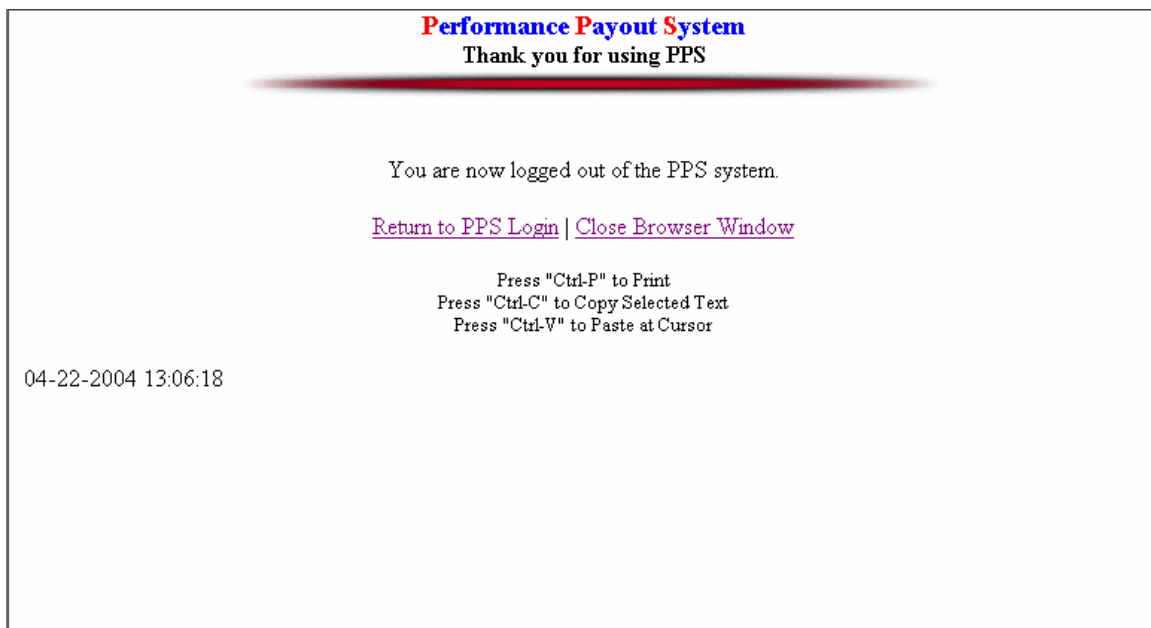
Following are the rules to be followed for *Password*:

- Password length has to be 8 characters or longer.
- Password contains at least one character from the alphabet in either uppercase or in lowercase.
- Password contains at least one non-alphabet character (i.e., 0123456789 ~ ! @ # \$ ^ * - _ = + [{ } \ < , > . ? /).
- A single character in the Password cannot be repeated more than 6 times.
- Either the password or part of it (forward or reversed) cannot exist in the SECURITY_DICTIONARY table (checked behind the scene).
- Password cannot be one that has already been used previously. It cannot match any of the recent 8 passwords used that is recorded in SECURITY_PASSWORD table (checked behind the scene).
- A password expires in 90 days.

- If the user makes 4 or more failed login attempts, the system will lock the user to make any more attempts. The user has to wait for 3 minutes (when the system removes failed attempts entries from the database) and then can try to login again.
- Either the password or part of it cannot contain personal information (i.e., SSN, first name, last name, username, or e-mail address).

Logout of PPS

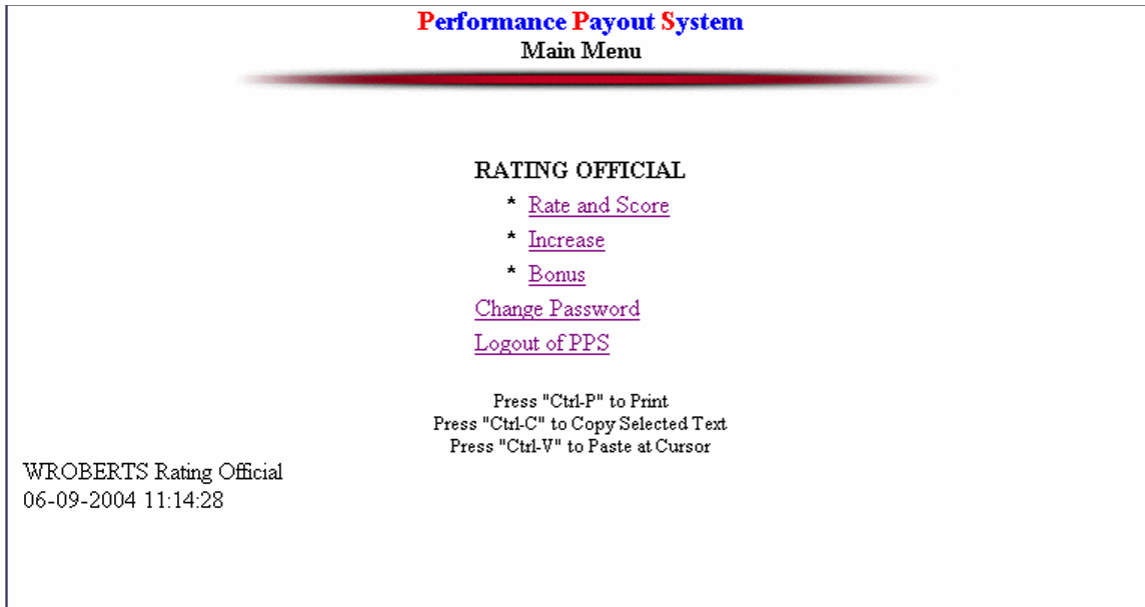
This screen (shown below) is used to logout of PPS system.



1. You may decide to go back to PPS system. In that case click on *Return to PPS Login* hyper- link. It will take you to the PPS LOGIN screen.
2. You may click on *Close Browser Window* hyper-link to close the current browser window.

Main Menu

After logging into the PPS system, the “Main Menu” screen is displayed. This is the initial screen a Rating Official (RO) can use to access various PPS functions. This Main Menu screen displays a list of hyper links for use by the Rating Official.



Click on a hyper link for that particular activity.

<i>Hyper link</i>	<i>User Action</i>
Rate and Score	Select this to go to “Employee Rating and Score” screen.
Increase	Select this to go to “Employee Increase” screen.
Bonus	Select this to go to “Employee Bonus” screen.
Change Password	Select this to change your PPS RO password.
Logout of PPS	Select this to logout of the PPS application.

Rate and Score

The Rating Official (RO) selects the “Employee Rating and Score” screen (shown below) to enter, display and/or modify employee ratings and scores. To access the Employee Rate and Score screen from the Main Menu, click the “Rate and Score” link. If in the application on a different screen, click the “Rate and Score” link on top of the screen.

Performance Payout System
Employee Rating and Score

[Bonus](#) | [Increase](#) | [Main Menu](#) | [Logout of PPS](#)

You may pick a different Path by making a selection here.

Path: 6 Employees

Selected Path: ZP

	Name	Rating	Score
1.	DE MARCO, DON W	E	86
2.	GALLOWS, SAM I	E	89
3.	KING, BRUCE R	E	88
4.	PILGRIM, ALEX E	E	86
5.	SAMSON, SASSY R	E	84
6.	SHORT, MARK K	E	86

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

NONO Administrator - Acting As: MACKLEY Rating Official
06-09-2004 14:18:48

<i>Hyper link/List/Button</i>	<i>Description/User Action</i>
Path	RO selects appropriate career path (ZA, ZP, ZS, etc.), from the drop-down list. See Appendix B for a list of Career Paths.
Save Changes	RO clicks on this button to save any change (s) made on an employee's score.

<i>Data Field</i>	<i>Description</i>
Name	Employee's name
Rating	This field must be changed by the System Administrator (SA). Clicking the Rating link brings a list of all possible values of type and the corresponding meaning. See Appendix A for this list.
Score	RO enters/changes an appropriate score for an employee. The PPS validates the entered score to the available range associated with the employee's rating.

Rate and Score Employees

1. Click the arrow button for "Path" to select a desired career path. ZP is the default.
2. To enter/change a score, click in the "Score" field and type in the score (e.g., 93). Scores can only be entered on employees with a rating of "E". The PPS validates the entered score to the available range associated with the employee's rating.
3. Click the "Save Changes" button to save entered data. This will lead you to the "Changes Saved" screen with a message confirming the change (as shown below). Click OK to go back to the "Employee Rating and Score" screen.

Performance Payout System
Changes Saved

Your changes have been saved in PPS.

OK

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

NONO Administrator - Acting As: MACKLEY Rating Official
06-09-2004 14:38:27

Increase

The "Employee Increase" screen (shown below) is used to enter, display and/or modify employee increase information. To access the Employee Increase screen from the Main Menu, click the "Increase" link. If in the application on a different screen, click the "Increase" link on top of the screen. The PPS displays employees in Score order within Path. Employees who have been promoted or received a pay adjustment with an increase in last 120 days are not eligible for an increase and will not show up in Increase screen. Also employees who are hired from outside of the Department of Commerce Demo Project and who have unsatisfactory rating or PIP (Performance Improvement Plan) will not show up in the Increase screen. The employee's 'can contribute' flag will be set to 'no' by the System Administrator.

Performance Payout System
Employee Increase

[Rate and Score](#) | [Bonus](#) | [Main Menu](#) | [Logout of PPS](#)

You may pick a different Path by making a selection here.
Path: 6 Employees

Selected Path: ZP

Total: \$30,000 Used: \$11,001 Balance: \$18,999

	Name	Score	% Range	% Rec	% of % Rec	X	Current Salary	New Salary	Max Salary	Increase	Excess	% Given	Bonus
1.	GALLOWS, SAM I	89	6	2.40	40.00		104,741	107,254	107,996	2,513	0	2.40	1,500
2.	KING, BRUCE R	88	8	2.80	35.00		93,450	96,066	107,996	2,616	0	2.80	1,500
3.	DE MARCO, DON W	86	10	2.00	20.00		84,657	86,350	107,996	1,693	0	2.00	1,350
4.	PILGRIM, ALEX E	86	10	2.00	20.00		82,918	84,576	107,996	1,658	0	2.00	1,500
5.	SHORT, MARK K	86	10	2.00	20.00		83,897	85,574	107,996	1,677	0	2.00	1,350
6.	SAMSON, SASSY R	84	10	1.00	10.00		84,480	85,324	107,996	844	0	1.00	1,250

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

NONO Administrator - Acting As: MACKLEY Rating Official
06-09-2004 14:40:27

<i>Hyper link/List/Button</i>	<i>Description/User Action</i>
Path	RO selects appropriate career path (ZA, ZP, ZS, etc.), from the drop-down list. See Appendix B for a list of Career Paths.
Save Changes	RO clicks on this button to save any change (s) made on an employee's increase information.

<i>Data Field</i>	<i>Description</i>
Total	Amount of Increase Pool dynamically calculated by the PPS.
Used	Computed dynamically as increase amounts are entered by the RO.
Balance	Computed dynamically as increase amounts are entered by the RO.
Name	Employee's name.
Score	RO enters the appropriate score for the specific employee. The PPS validates the entered score to the available range associated with the employee's rating (i.e., E = 40-100, other = blank).
% Range	Salary adjustment percents. Salary adjustment range based on path, band and interval (e.g., 0-20). See Appendix C.
% Rec	This field may be automatically displayed when the RO enters data into the % of % Rec field.
% of % Rec	RO enters the appropriate percent (e.g., 0-100%) of the % Range for the employee's percent of increase.
Current Salary	Employee's current salary as obtained from the NFC personnel /payroll database.
New Salary	Current salary plus increase, not to exceed the employee's maximum salary.
Max Salary	Employees' maximum salary based on Path/Band/Interval.
Increase	The dollar amount of the increase based on % Rec entered by the RO.
Excess	Reflects the amount over and above what the employee may receive.
% Given	Represents the actual increase given to the employee.
Bonus	Bonus earned based on performance.

Apply Increase Percentages to Employees

1. Select a career path from the “Path” drop-down menu. ZP is the default.
2. The PPS allows the RO to enter increase data by “% of % Rec”. To enter increase data, do the following: Place the cursor in the “% of %Rec” field, type in a percent (e.g.,0-100) of the “%Range” for the employee’s percent of increase. The “% Rec” data is automatically calculated.

Note: PPS displays employees in descending order, based on score within path. The system also alerts you if the following rule is violated: An employee who is scored less than another employee cannot receive a higher “% of % Rec” than the higher scored employee. An example follows.

3. A red “X” is displayed in the “X” column if the following rule is violated: An employee who is scored less than another employee cannot receive a higher “% of % Rec” than the higher scored employee. In the following example, 50% was entered for a lower-scored employee compared to 46.67% for the higher-scored employee. To correct, modify the “% of % Rec” until the employee(s) are no longer violating the rule.
4. Click the “Save Changes” button to save entered data.

Performance Payout System
Employee Increase

[Rate and Score](#) | [Bonus](#) | [Main Menu](#) | [Logout of PPS](#)

You may pick a different Path by making a selection here.

Path: 5 Employees

Selected Path: ZP

Save Changes

Total: \$30,000 Used: \$4,980 Balance: \$25,020

	Name	Score	% Range	% Rec	% of % Rec	X	Current Salary	New Salary	Max Salary	Increase	Excess	% Given	Bonus
1.	GALLOWS, SAM I	89	6	2.80	46.67		111,964	107,996	107,996	-3,968	7,102	-3.54	1,500
2.	DE MARCO, DON W	86	10	5.00	50.00	X	90,142	94,649	107,996	4,507	0	5.00	1,350
3.	PILGRIM, ALEX E	86	10	2.00	20.00		88,291	90,056	107,996	1,765	0	2.00	1,500
4.	SHORT, MARK K	86	10	2.00	20.00		89,331	91,117	107,996	1,786	0	2.00	1,350
5.	SAMSON, SASSY R	84	10	1.00	10.00		89,071	89,961	107,996	890	0	1.00	1,250

Save Changes

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

NONO Administrator - Acting As: MACKLEY Rating Official
06-10-2004 15:35:50

Bonus

The “Employee Bonus” screen (shown below) is used to enter, display and/or modify employee bonus information. To access the Employee Bonus screen from the Main Menu, click the “Bonus” link. If in the application on a different screen, click the “Bonus” link on top of the screen.

Performance Payout System
Employee Bonus

[Rate and Score](#) | [Increase](#) | [Main Menu](#) | [Logout of PPS](#)

You may pick a different Path by making a selection here.

Path: 5 Employees

Selected Path: ZP

Save Changes

Total: \$25,000 Used: \$6,950 Balance: \$18,050

	Name	Score	% Given	% Rec	Increase	New Salary	Bonus	Accounting
1.	GALLOWES, SAM I	89	-3.54	2.8	-3968	107,996	1500	401B8R2Q84P41
2.	DE MARCO, DON W	86	3	3	2704	92,846	1350	401B8R2Q84P34
3.	PILGRIM, ALEX E	86	2	2	1765	90,056	1500	401B8R2Q84P31
4.	SHORT, MARK K	86	2	2	1786	91,117	1350	401B8R2Q84P35
5.	SAMSON, SASSY R	84	1	1	890	89,961	1250	401B8R2Q84P41

Save Changes

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

NONO Administrator - Acting As: MACKLEY Rating Official
06-10-2004 15:37:22

<i>Hyper link/List/Button</i>	<i>Description/User Action</i>
Path	RO selects appropriate career path (ZA, ZP, ZS, etc.), from the drop-down list. See Appendix B for a list of Career Paths.
Save Changes	RO clicks on this button to save any change (s) made on an employee's bonus information.

<i>Data Field</i>	<i>Description</i>
Total	Amount of Bonus Pool provided to Rating Official by the OU/PM.
Used	Computed dynamically as bonus amounts are entered by the Rating Official.
Balance	Computed dynamically as bonus amounts are entered by the Rating Official.
Name	Employee's name.
Score	Employee's Score.
% Given	Represents the actual increase given to the employee.
% Rec	Percent (e.g., 2.5, 3.0) within the %Range for the percent of increase.
Increase	The dollar amount of the increase based on "%Rec" or "% of % Rec".
New Salary	Current salary plus increase, not to exceed the employee's maximum salary.
Bonus	RO enters the appropriate bonus for the specific employee.
Accounting	RO enters the appropriate Accounting code. Please pay attention to this code while you are operating on it.

Apply Bonus Amounts to Employees

1. Select a career path from the "Path" drop-down menu. ZP is the default.
2. Place the cursor on the Bonus column and type in a bonus amount for the employee with the highest score. Then tab to the "Accounting" column and enter the accounting code.
3. Click the "Save Changes" button to save the entries.
4. Repeat the above for each employee within the career path who is receiving a bonus. Click "Save Change" button to save your entries.
5. You can also modify bonus amount and/or corresponding accounting code for an employee at any time.
6. The amount of bonus entered will automatically appear on the Employee Increase screen.

Appendix A: Rating Code Table

Rating Code -

E Eligible

N Not Rateable

U Unsatisfactory

P Performance Improvement Plan (PIP)

CLOSE

PRINT

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

03-11-2004 14:57:07

Appendix B: Career Paths

ZP- Professional
ZT- Scientific & Technical
ZA- Administrative
ZS- Clerical and Support
ST- Senior Scientist
SL- Senior Level

Appendix C: Rate of Increase Eligibility

<u><i>ZP- Scientific and Engineering</i></u>			<u><i>ZT- Scientific and Engineering Technician</i></u>		
<i>Band</i>	<i>Interval</i>	<i>Increase</i>	<i>Band</i>	<i>Interval</i>	<i>Increase</i>
V (GS-15)	4-5	0%-4%	V (GS-13)	4-5	0%-3%
	3	0%-4%		3	0%-3%
	2	0%-5%		2	0%-4%
	1	0%-6%		1	0%-6%
IV (GS 13-14)	4-5	0%-6%	IV (GS 11-12)	4-5	0%-3%
	3	0%-6%		3	0%-3%
	2	0%-8%		2	0%-5%
	1	0%-10%		1	0%-7%
III (GS 11-12)	4-5	0%-7%	III (GS 9-10)	4-5	0%-5%
	3	0%-7%		3	0%-5%
	2	0%-12%		2	0%-6%
	1	0%-15%		1	0%-8%
II (GS 7-10)	4-5	0%-8%	II (GS 5-8)	4-5	0%-6%
	3	0%-8%		3	0%-6%
	2	0%-16%		2	0%-8%
	1	0%-20%		1	0%-12%
I (GS 1-6)	4-5	0%-7%	I (GS 1-4)	4-5	0%-7%
	3	0%-7%		3	0%-7%
	2	0%-12%		2	0%-10%
	1	0%-14%		1	0%-12%

ZA- Administrative			ZS-Support		
<i>Band</i>	<i>Interval</i>	<i>Increase</i>	<i>Band</i>	<i>Interval</i>	<i>Increase</i>
V (GS-15)	4-5	0%-4%	V (GS 9-10)	4-5	0%-3%
	3	0%-4%		3	0%-3%
	2	0%-5%		2	0%-4%
	1	0%-6%		1	0%-6%
IV (GS 13-14)	4-5	0%-6%	IV (GS 7-8)	4-5	0%-3%
	3	0%-6%		3	0%-3%
	2	0%-8%		2	0%-5%
	1	0%-10%		1	0%-7%
III (GS 11-12)	4-5	0%-7%	III (GS 5-6)	4-5	0%-5%
	3	0%-7%		3	0%-5%
	2	0%-12%		2	0%-6%
	1	0%-15%		1	0%-8%
II (GS 7-10)	4-5	0%-8%	II (GS 3-4)	4-5	0%-6%
	3	0%-8%		3	0%-6%
	2	0%-16%		2	0%-8%
	1	0%-20%		1	0%-12%
I (GS 1-6)	4-5	0%-7%	I (GS 1-2)	4-5	0%-7%
	3	0%-7%		3	0%-7%
	2	0%-12%		2	0%-10%
	1	0%-14%		1	0%-12%

Appendix D: Data Dictionary

Inc- Increase

Int- Interval

Int Max- Maximum Interval

PPS – Performance Payout System

Max Org- Maximum Organizational Code

Min Org- Minimum Organizational Code

NFC- National Finance Center

OU- Operating Unit

PIP - Performance Improvement Plan

PM- Pool Manager

RIF- Reduction In Force

RO- Rating Official